



Job Title: School Financial Secretary (Non-Exempt status)

Job Length: 10.5 months / 20-Hour Work Week

Job Objective(s): The Financial Secretary will oversee all of the financial records, payments, purchase orders, and school accounts at one of the (5) schools where there is a current opening. The financial secretary provides the auditor with the critical records and information needed that shows the school is in compliance with the state's school accounting manual.

Minimum Qualifications:

- A high school diploma or equivalent
- A minimum of three (3) years of successful clerical experience
- A minimum of three (3) years of successful bookkeeping experience
- Proficient in the use of microcomputers to include spreadsheet, database and word processing applications
- Knowledge of basic office procedures and equipment
- Strongly preferred: proficient score on bookkeeping skill test
- Ability to communicate effectively by oral and written means
- Ability to establish and maintain positive and cooperative working relationships
- *Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable*

Responsibilities and Essential Functions:

- Greets all visitors courteously, determines their needs, and directs them accordingly
- Performs general bookkeeping and other financial responsibilities as directed by the principal and according to the procedures of the Tennessee School Accounting Manual
- Maintains system for recording employee attendance, keeping time cards and preparing payroll worksheets
- Maintains correspondence, invoices and other records in an efficient manner
- Enters purchase requisitions and warehouse orders in a timely and efficient manner
- Types a variety of materials such as letters, reports, memos, and administrative reports
- Maintains school activity and principal's calendar
- Orders and maintains an inventory of teaching and office supplies
- Performs other duties that may be assigned by the principal.

Evaluation: Performance of this job will be evaluated according to procedures established by the Human Resources Department.

Supervisory Responsibilities: The financial secretary will collaborate with the school principal on issues where financial processes and procedures need to be corrected by those staff members who are in need of more training.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Standard office school environment

GMSD offers education and employment opportunities without regard to race, color, creed, national origin, religion, sex, disability, genetic information or age.

